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ABSTRACT

Designed to assist pupil transportation supervisors, safety instructors, school bus drivers, curriculum writers, teachers, and others who have some type of responsibility for school bus safety, this suggestion-type booklet provides practical tips for educating student school bus riders. The items covered are (1) going to the bus stop; (2) at the bus stop or waiting for the school bus; (3) boarding the school bus; (4) on the bus or riding to school; (5) leaving the school bus; (6) loading at the school for the take-home trip; (7) field trips and excursions; and (8) evacuation procedures. Additional information includes six pages of instructional materials and their sources; and an annotated bibliography on the subjects of pupil behavior, child control, and student conduct. The booklet also carries suggestions for the implementation of U.S. Department of Transportation Highway Safety Program Standard No. 17, Pupil Transportation Safety. (Page 21 may reproduce poorly.) (Author/MLF)

Implementation & Reference Guide for

D.O.T. Standard 17

SCHOOL BUS RIDERSHIP

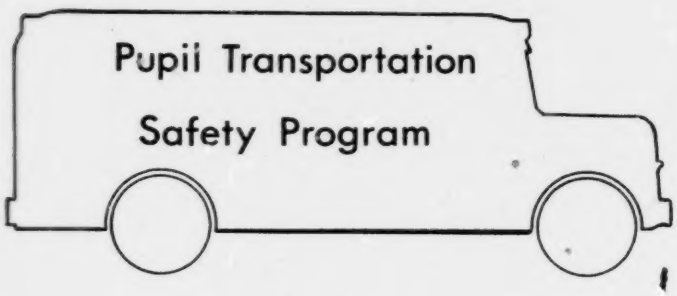
ORIENTATION

and

TRAINING

ED 085860

R.A. "Bob" Larsen



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1973

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.....this material has been printed on standard 8 1/2" x 11" paper; use in any 3-ring loose-leaf notebook.

a suggested labeling system is included, e.g. 1a, 1b, 1c; 2a, 2b, etc., thru the seven topics plus additional items.....add new material or program information as it becomes available, as well as xerox (?) copies of Safety articles you may find in the future for this, your School Bus Ridership subject reference file.

R.A."Schoolbus Bob" LARSEN

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- -

I'm for S C H O O L B U S S A F E T Y every W E E K

- -

Forward

"Schoolbus Bob's" Implementation and Reference Guide for SCHOOLBUS RIDERSHIP ORIENTATION and TRAINING . . . . . is a suggestion-type booklet to assist the pupil transportation supervisor, safety instructor, school bus driver, curriculum writer, teacher and others who are responsible for school bus safety . . . . and. . . .for the implementation of the:
U.S. Department of Transportation Highway Safety Program
Standard No. 17 PUPIL TRANSPORTATION SAFETY *

Section IV. Requirements

C. Operation

2. PUPIL INSTRUCTION - at least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.

.....issued on May 2, 1972 by Douglas TOMS, Administrator National Highway Safety Traffic Administration U.S. Department of Transportation.

* referred to as D.O.T. Std. 17

to my good friend, E.J.

for his help, guidance and encouragement.

r.a.l.

Implementation & Reference Guide for D.O.T. Std. 17

SCHOOL BUS RIDERSHIP ORIENTATION and TRAINING

by "Schoolbus Bob" Larsen

= =

Table of Contents

Forward.....and the "W H Y" of this booklet (D.O.T. 17)

Dedicated to a friend

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Suggested items to cover on the subject of

SCHOOL BUS RIDERSHIP ORIENTATION and TRAINING

1. GOING TO THE BUS STOP

2. AT THE BUS STOP or WAITING FOR THE SCHOOL BUS (including an explanation of the flashing lights that are used)

3. BOARDING THE SCHOOL BUS

4. ON THE SCHOOL BUS - GOING TO SCHOOL - or on a FIELD TRIP, EXTRA-CURRICULAR EVENT, etc.

5. LEAVING THE SCHOOL BUS (debark)

   a. at school or at the destination
   b. at the bus stop going home

6. LOADING AT THE SCHOOL for the TAKE - HOME TRIP

7. FIELD TRIPS - EXCURSIONS

...this list of items should be organized and presented in the light of your local situation; what the bus riders do in Texas might not be what is expected of bus riders in Washington, Oregon or Mississippi.

The basics might be similar, but the specifics a little different; you could use these seven (7) items or topics as a starter for your own class lesson and curriculum preparations.....suggestion: check over current publications on the market and see how many of them cover these items basically, along with their several elaborations.

School Bus Ridership Orientation and Training is in a sense a general topic, but to be more effective, work out grade level guides with curriculum writing specialists, safety education people and classroom teachers. The wording, vocabulary, procedures and presentations will be different for various grade levels, e.g. the Kindergarten presentation will vary a great deal from the material presented to the 6th graders, altho they might ride the same bus at the same time.....just read the Bus Riding Rules and Regulations to the two levels and ask for their interpretations !!!!

Check with your own State Department of Pupil Transportation for their guide or handbook as well as your local school district for local requirements, policies and procedures.

Suggestions listed under each of the items are numerous, but in talking to any School Bus Pupil Transportation Supervisor or Driver (ask the one who gets the phone calls !!).....these are most common, be it in Maine or California, Florida or Washington (or any of the other 46 states !)

The words, vocabulary and terminology can be geared to the level you are working with....."SUGGESTION" - a "route" to follow in preparing a curriculum or a presentation might be the

"Do and Don't" technique, procedure, suggestion (with a strong emphasis on the "Do" !!).....along with the reason(s) WHY or an explanation for the "Do"; and.....this is where the curriculum writing specialists and classroom teachers really enter the picture ! .....where a school bus driver, a pupil transportation supervisor or a safety instructor is working with a group, there might possibly be a "communication gap" - thus the recommendation of the "Team Approach", e.g. the classroom teacher and the bus driver.

Do the kids understand the WHAT and the WHY of your school bus ridership rules and regulations and procedures ? Don't Assume !!

In checking over the books, pamphlets and publications listed in the bibliography, many of them have similar 'safety messages' - maybe with more emphasis here or there.....but, all with the underlying "awareness" factor.....similar to the public speaker who says: "Tell them what you are going to tell them.....then Tell them.....and then.....Tell them what you told them !!!!"

In the Spring of the year everyone more or less sits back with a sigh of relief after the 180-day school year terminates, but then in September we start all over again.....with

the same 'old' transportation supervisors,
the same 'old' bus drivers,
the same 'old' administrators,
the same 'old' principals,
the same 'old' teachers,
the same 'old' PROBLEMS,
BUT, with a
BRAND NEW BUNCH of KIDS !!

we keep struggling to come up with "new" ideas, "new" techniques to try out on the "new" group of kids.....sometimes a dig back into the file could bring out some "old" idea, gimmick, technique, etc., that might help solve that problem we think we have with the "new" group of kids. (p.s. note the frequent use of the term "kids"; it's an acceptable 4-letter word in electronic data processing, altho many people prefer "student", "pupil" or "children" !! No Ms. at the elementary level (yet)).

This section isn't 'all-inclusive', but an attempt has been made to give a wide range of possibilities and ideas for you to use in your own program.

Most school bus pupil transportation systems have Student Ridership Programs in operation in some form. The purpose of this booklet or reference guide is to supplement what you have going and to provide a "status report" on the 'state of the art'.

Obviously, not every current program can be listed or cited as an example to follow, but an attempt has been made to include some suggestions for the person(s) responsible for the orientation and training for what is to be required in D.O.T. Std. 17 for our "Precious Cargo".

After all, how many ways are there to tell kids how to be good bus riders -- those who ride everyday, as well as those who only ride on occasion -- and, ...in a transportation system that already has an enviable Safety Record ?

However, Good as the Safety Record is, we in Pupil Transportion are still under pressure and watched by many groups who expect us to do a better job.....which is understandable. Many editorials have been, are and will be written on the Whys, Wherefores and suggestions as to how Pupil Transportation can be made safer..... be it thru the use of more rivets, bolts, seats, seat restraining devices, semi-annual inspections of the equipment, etc. The pressure is on, requirements are being drawn up and the "implementation stage" is

WHERE we are right now .....thus the

W H Y of this booklet .....

H O W is up to all of us in the Pupil Transportation business - whether it is in a public school district-owned-and-operated system or a private contract-operator fleet servicing a school.

Hopefully, there are a few suggestions assembled here that will be of some assistance to you in your program; 'cut and fit' to your needs, adapt to your local situations.

- - - -

Suggested items to cover on the subject of

SCHOOLBUS RIDERSHIP

Item # 1. GOING TO THE BUS STOP -

Cover everything from knowing WHEN the bus is scheduled to arrive at the child's stop to the actual arrival of the child at the stop..... many drivers suggest that children arrive at their stop about five (5) minutes ahead of the scheduled arrival time of the bus....this may vary somewhat, but it seems to be a general custom.

Time the walk from home to the bus stop, i.e. the route taken in the Fall, Winter and Spring seasons.

Walk on the sidewalk; if you must walk on the roadway or walkway, walk on the shoulder or edge of the road facing traffic - drivers can see you and you can see them ! In groups, walk single file.

Safe Alert Walking Procedures - the same way you walk to the park, the playground, the store or the shopping center after school, on week-ends and during vacation.

Crossing streets at intersections only....looking in BOTH directions before crossing.

Do Not cut across people's lawns, thru their yards, shrubbery or hedges.

Help keep the bus on schedule....remember, there are other children along the route besides yourself who are on a "walk from home to a bus stop" schedule.

Be On Time....Not too early, BUT, Don't Be Late !!

Bicycles, tri-cycles, wagons, pet dogs and pre-school brothers and sisters are taboo at the bus stop !!

Item # 2. AT THE BUS STOP or

WAITING for the SCHOOL BUS

Do Not arrive too early - about five (5) minutes ahead of the scheduled arrival time of the bus.

Stay out of the street so YOU don't become a traffic hazard to people driving past the stop going to work (possibly like your folks !) .....this means: NO ball games, No chasing or tag games..... Remember: the bus stop area is not a playground !

Stand on the boulevard (?) or along the edge of the roadway or on the sidewalk while waiting for the bus.

Line up according to instructions you receive from the bus driver.....some drivers alternate loading routine day by day or week by week, e.g. boys first one day, then girls first the next....."special occasions", like a birthday, might give a child "First-on Privileges".....some drivers do play games like this with their loads.

Stay off people's lawns, out of their garages, off their porches and out of their trees !!

Be Reasonably (?) Quiet as there are people who work nites and must sleep in the daytime

Don't Be a Litterbug !

Remember: YOU are a guest at the bus stop area and it is a privilege for you to use the area while waiting for your bus.

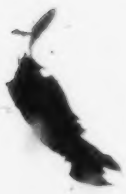
Respect property; Be a Good Neighbor and a Good Citizen, Observe the Golden Rule.

also to be covered under this item should be the Use of the Flashing Lights (Red and Amber - one or both !!) and the Use of the STOP Arm (if it is used in the area.....check with the local officials).

Know what the reasons are for the use of the Flashing Lights on the school bus.....W H Y, W H E N and W H E R E. They are for YOUR protection and Safety.....BUT.....Do Not be lulled into a sense of False Security just because the Lights are Flashing, even tho it is the law that people must STOP, there are some people who do not stop, so Be Cautious and Careful, especially when you cross the street when the lights are flashing.

Item # 3. B O A R D I N G t h e S C H O O L B U S -

Review the use of the Flashing Lights and the Stop Arm.
Be lined up when the bus pulls up to the stop - but
Do Not "crowd" out into the street - or push or shove
before the bus stops.....wait until the driver
opens the door.
If you must cross the street as the bus is loading, Watch
the traffic from both directions - Once again - the
Flashing lights are for your protection and safety, BUT
sometimes drivers Do Not Stop !!
Get aboard quickly.
Watch your step and Use the handrail, be especially
Careful if you are carrying books, parcels or
musical instruments !!
Go directly to your seat and sit down.



Item # 4. ON the SCHOOL BUS or

RIDING the SCHOOL BUS

.....as is evidenced by reviewing the pamphlets, books, brochures, and printed materials that are available, this section deserves alot of attention !! To dramatize the situation or put this phase of the program into perspective, picture or keep in mind the physical setting, e.g. a school bus has a maximum dimension considerably less than a classroom (a 54-passenger school bus measures about 32' long and 8' wide - outside dimensions; compare this to an average classroom !!). The time of the trip varies depending on the number of stops, length of the route, etc., but any way you look at this, the kids have "time on their hands".....list of Rules and Regulations are standard thru-out many fleets, sometimes enforcement is a problem. Rules are published and Safety results are expected with a minimum amount of 'education and training' for the "passengers".....with the requirements of the new Department of Transportation Standard No. 17 - PUPIL TRANSPORTATION SAFETY, everyone is taking a little closer look at their own program.....

Don't ASSUME (!) that all kids know or understand all of the Rules, Regulations and Procedures of riding a school bus.

We as instructors, teachers and/or bus drivers, etc., must take the time to explain and give reasons - the W H A T and the W H Y of bus riding rules and regulations. *

In the Channing L. BETE booklet, "Join the School Bus Safety Team" the lead paragraph to the section on "10 Ways to practice GOOD Bus Manners", sounds good, e.g. :

> "GOOD MANNERS make GOOD SENSE and GOOD SAFETY too ! Once seated in the bus, you'll be a 'Grade A' Rider if you'll always remember to....." :
>
> Stay Quietly in your seat,....etc.
> Save snacks and homework for later.....flying pencils !
> Bundles, books and musical instruments belong on YOUR lap - Not up front by the stepwell !!
> Keep your arms and legs out of the aisle.....
> Classroom conduct is recommended.....
> Try not to carry B I G things aboard the bus - have your parents haul them in a car.....
> Keep objects and your head and hands inside the bus - Not sticking out of the windows.....if you must open a window. ask and get permission from the bus driver.

* Bibliography reference #8 - Wisconsin study

(cont'd)

Talk Quietly - especially when approaching railroad crossings and busy intersections..... (p.s. some bus drivers will turn the inside dome lights on and off if they want students to quiet down !)..... When the bus driver STOPS, you LOOK and LISTEN also !! Remember, there are many Emergency vehicles that have the right-of-way in traffic, e.g. police cars on call, ambulances, fire trucks, etc. when they have their flashing lights and sirens on.

No animals - either in a cage or box or without !!

If you have an assigned seat on the bus, stay in your seat.

Do Not Stand while the bus is in motion.

Share your seat.....Do Not "save" seats for friends.

Do Not Throw objects inside the bus or out the window.

The bus isn't a gymnasium.....save your horseplay (?) wrestling, etc., for the playground or gymnasium.

Keep the aisle clear at all times.

Help keep the bus clean.....use the litter box.

Do Not distract the driver with unnecessary conversation or distractions - he has to keep his mind on driving YOUR bus !!

Recommendation: AM or FM radios on school buses is a must !! They are one of the greatest group control mechanisms yet !..... requirements: two (2) flush-mounted speakers, i.e. one in (on) the back wall"beaming " its music up the aisle forward; the other speaker mounted up front with a separate control switch for the driver.....kids contact the local disc jockey to play tunes for them during their time on the school bus.....it REALLY Works !

.....you may have more ideas, rules and regulations, etc.

Item #5. L E A V I N G t h e S C H O O L B U S (debark)

a. at school or at your destination
b. at the bus stop going home

- -

a. at school -

Keep your seat until the bus comes to a complete stop.
Let students at the front of the bus get off first.
Take everything with you that you brought on the bus.
Take your time, don't crowd, push or shove.
Watch your step - Use the handrail.
After you get off the bus -
leave the unloading area immediately; meet your friends elsewhere.

b. on the way home -

Get off promptly - as soon as the bus comes to a complete stop.
Keep away from the side of the bus as it pulls away; stand back - many drivers state "..six (6) feet..."
Crossing the road - if you must cross the road, street or highway, LOOK BOTH WAYS - watch for signal from the bus driver for you to cross . . . . . .Mike KILBY's "How Do You Go to School ?" sing-a-long booklet has a good limerick that applies to this situation:

"Pass in front, leave a space
So you can see the driver's face"

or, as some drivers say: "Cross at least 10 feet in front of the bus so I can see you !!"
Leave the bus stop immediately and go directly home.

Be Cautious and Careful even tho the flashing lights signal S T O P to the motorist !

Item #6. L O A D I N G a t t h e S C H O O L f o r t h e T A K E - H O M E T R I P -

Review the three (3) previous items, e.g.
#3 - Boarding the bus
#4 - On the Bus
#5 - Leaving the Bus at school

Many of the same or similar rules apply here, e.g.

Do Not crowd, push or shove.

Get Aboard Quickly.

Watch Your Step - Use the Handrail.

Go directly to your seat and sit down.....some drivers have pre-determined seating assignments or plans for the Take-Home Trip - - usually the reverse of the morning Pick-Up - - such a plan might aid in the stop by stop unloading on the way home.....HOWEVER, Do Not change seats while the bus is in motion !!

Review Item #5. b. LEAVING the Bus - on the way home:

.....Get off Promptly, as soon as the bus comes to a complete stop.
.....Keep away from the side of the bus as it pulls away; stand back.
.....If you must cross the road, street or highway, LOOK BOTH ways - watch for a signal from the bus driver for you to cross.
.....Be Cautious and Careful even tho the flashing lights signal STOP to motorists.
.....Leave the bus stop immediately and go directly home.

Item #7. FIELD TRIPS or EXCURSIONS -

.....this item has been included in the program to cover the training of the students who do not ride the bus regularly to and from school.

The Field Trip, Out-of-classroom or Pupil Excursion, is an extension of the classroom out into the community, using the total environment for learning.....it is fast growing and becoming more popular each year (as well as a larger portion of the budget).. this growth and use, however, isn't without its increased problems ! Many school districts do not have bus fleets of their own that can be utilized for this very worthwhile educational experience, so they have to charter buses from private, city and metro transit companies who are in the "people-moving-business", but who don't specialize in the area of Student Ridership Education and Training. The classroom teacher, safety instructor or chaperone in charge of the field trip also, in a sense, takes on the role of Safety Education Instructor, using his/her "common-sense-teacher-chaperone-ability" to handle the situations as they come along.

FIELD TRIPS, EXCURSIONS, etc., is a whole specialized area in itself and demands attention to what appear to be some very routine logistics.

For your study, thought and planning, here is a list of 'nut & bolt' items and/or questions that should be considered in the area of Safety Education and Field Trips:

1. Pre-trip Investigation and Planning - .....this is a research project in itself !

   A careful and detailed investigation should be made ahead of time by the classroom teacher or field trip coordinator re: availability for group visits, time involved, supervision needed, guide service, request notice for visit, etc. Some companies, gov't agencies, organizations, etc., permit group visits, but do not want publicity for a variety of reasons, e.g. limited facilities, time of the year (seasonal work), restrictions, and just the plain SAFETY Factor of having a group of children in their building. Some companies welcome the publicity, have their system organized to handle group visits and things run smoothly.

2. Pre-trip Briefing - to make the Field Trip a meaningful and educationally rewarding - and a SAFE visit - advance preparation and briefing of the children is essential.

3. Personnel involved - .....the teacher, chaperone, parent-supervisor, the bus driver (yes, he/she should be 'involved', as many of the children know him/her as a "friend' and will share experiences much the same as they do on their daily trips

to and from school.....); everyone should be briefed on the details of the trip (more than a copy of the trip request !!).

4. Parental notification and Permission(usually in writing).....

Parents DO WANT TO KNOW !! and they are concerned about the What, When and Where their children go while they are in school.

with the increase of the Field Trip aspect in the educational program, the exposure of the child away from school increases, thus the responsibility of people in Pupil Transportation also increases.....

The bus ride formerly was a routine 'to and from school' operation under the guidance of one "Captain of the Ship" - usually the same Bus Driver every day. Nowadays, this school bus riding time on any given day could be many times the few minutes the child rides to and from school.....and.....under different circumstances, a different driver, a different bus and a different situation.

The Field Trip aspect of Pupil Transportation formerly was a "low priority" item in the overall budget and the educational program, but the change is coming, the idea of utilizing the Field Trip as another educational tool is growing. Educators are becoming aware of the value of the program, business and industry is helping - they are opening their doors to the heretofore 'unknown' audience !!..... there are organizations who cannot, for a number of reasons, permit group visits to their plants, facilities, etc., who will, upon request, send speakers out, movies, literature in almost unlimited quantities to the schools for their use.

Some school districts have on their staffs full-time Field Trip Coordinators and Community Resource and service people who are specialists in this area - finding and doing the 'leg-work', research, availability of resources within the community to assist the classroom teacher.....this is an ever-growing area and will become more prominent in the budget every year. We in Pupil Transportation must grow with it !!.....to the items under "TOUR INFORMATION" there should be added an item: "Safety Factors Involved on this Tour".

Because of the nature of this particular item - FIELD TRIPS - the references are being listed in this section rather than in the bibliography.

Bibliography / references on the subject of FIELD TRIPS -

1. "Safety in Pupil Excursions" .....
the problem; .....general safety suggestions; ....places to visit; .....plants, factories, water areas, zoos, nature (field) trips;.....streets and highway safety; .....sources.
Safety Education Data Sheet No. 51 available from the National Safety Council 425 North Michigan Avenue Chicago, Illinois 60611 cost about 10 ¢ per copy.

2. "Field Trip Handbook".....
visiting our community; .....field trip utilization; .....
personnel roles in planning; .....places to visit: categories-name and address of agency to visit, tour information: grade level, time of tour, group size, supervision, notice.....
supplementary information: grade level; forms to use; bibliography ....a very complete guide for the Minneapolis Public Schools.... up-dated 1970 by Joseph B.WINTER, Coordinator Field Trip Services Minneapolis, Minnesota 55413

3. "Safety Suggestions for Field Trips" . . . . . .
Pittsburgh Public Schools (1964) Pittsburgh, Penn. 15200

4. "Join the School Bus Safety Team" . . . . . .
'Safety Tips for Special Trips';. . . . .follow regular safety rules for bus riders; .....signed permission slips;.....suggestions for clothing to wear; .....stay in your seat !!.....watch for signs along tour route; .....stick with the group; .....
NO SPECIAL stops away from the group; .....pp, 10 and 11
Scriptographic booklet, "Join the School Bus Safety Team" by Channing L. BETE 45 Federal Street Greenfield, Mass. 01301 cost about 25 ¢ per book (less in quantity).

.....actually, what is available in the way of materials, manuals, booklets, aids, etc., falls into about five 'categories', e.g.

1. "General Information"-type manuals / booklets / articles with primarily a printed text.

2. Illustrated materials in black and white and / or color; the "Show and Tell" variety.

3. Coloring books for elementary children with a Safety Message incorporated into each page; using illustrations and having children color in the scenes or ideas (Curriculum people take note: there needs to be one book for Primary and another book for Elementary, with accompanying words and vocabulary)

4. Audio-visual (aid / aide) materials, e.g. records and tape cassettes; strip film, slides and movies; flip charts; signs, pictures and posters; and, ...even live animals, ventriloquists (and their helpers) and inanimate objects.

5. Magazine articles written on the various phases of the subject and under a variety of topics and for a variety of reasons.

how sophisticated or detailed you wish to get depends upon the ingenuity of the transportation supervisor, the curriculum writer, the classroom teacher and / or the bus driver..... there is a lot of "blue sky" to this D.O.T. Std. No. 17 !!

References, bibliography and suggestions follow (the combination of a bibliography and the technique of the library Readers Guide to Periodical Literature has been used).

1. GENERAL INFORMATION type material:

- -=

I O W A -

The State of Iowa Department of Public Instruction under Art ROBERTS Director of Pupil Transportation was one of the first states to put out a Teacher's Guide for their people in the Pupil Transportation area.....and, as their guide title says, it is just that:..... TEACHERS GUIDE for SCHOOL BUS PASSENGER SAFETY..... in short it covers eight (8) units, e.g. - The School Bus; The School Bus Driver; Walking to the Stop; At the Stop; Boarding the Bus; On the Bus; Leaving the Bus; After Leaving the School Bus; plus another section on Emergency Evacuation Drills.

Each unit has three parts for presentation: the Objectives, the Points of Emphasis and Suggested Activities.

.....much of the implementation of the program is left up to the local curriculum people along with the classroom teacher, with the suggestion that the Handbook for School Bus Drivers, Iowa Department of Public Instruction be used as a ready reference manual.

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The National Safety Council has the following publications in their Safety Education Data Sheets:

No. 11 SCHOOL BUSES - Administrative Problems .....

general data; Bus Accident data; new and changing safety problems; general school transportation policies.....plus two sections - one on "additional information" (a list of 12 pieces of printed materials) and a Film Guide list of 12 Safety films that could be used in a student ridership program.

No. 51 SAFETY in PUPIL EXCURSIONS . . . . . .

statistics; the problem; general safety suggestions; visits to plants, factories, zoos, etc.; field trips in general; street and highway safety; plus three additional references on this subject.

No. 63 SCHOOL BUS SAFETY - Educating Pupil Passengers . . . .

responsibility; obedience; arriving at bus stops; boarding the bus; crossing the highways; school bus patrols; passenger responsibility plus a few selected information sources.

prices are about 10¢ each (?) National Safety Council 425 North Michigan Avenue, Chicago, Illinois 60611

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Check your individual State Department of Education and / or Pupil Transportation for current Instructions to School Bus Riders.

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here is a good example of a program in operation: article appeared in the National Safety Council FLEET SAFETY Newsletter Vol. 6, #4 April 1971:

"Zero In On Pupil Instruction".....

One innovative idea is that used by Robert DENMAN, Jefferson County School District R-1, Lakewood, Colorado. Their program is described in some detail in the January issue of their transportation monthly, "Terminal Times". In the introduction they say, "This year we have incorporated a program that certainly helps to achieve our safety goal".

Four bus drivers are assigned to this program. Each takes a bus to school as scheduled; the pupils, by class groups, are taken to the bus; before entering the bus, they are instructed regarding the purpose and use of the flashing red lights, crossing the street and boarding the bus safely.

Pupils are then taken aboard the bus where the safety instruction is continued. Appropriate posters are used as visual aids to help "get the message across". Instruction covers proper attitudes and conduct of the pupils beginning with their arrival at the bus stop. It also includes boarding the school bus, seating, riding, handling of personal property, keeping aisles clear, behavior at railroad crossings, obedience to bus driver and proper procedure for unloading and crossing the street safely. At the conclusion of the instructional program, "Rules for Riders", are given to the pupils and are to be read by the parents.

Here is a prime example of recognition of an urgent need and taking action. Excuses are not offered; the job was tackled and the objective of increasing pupil safety has been achieved.

.....article written by Paul Stewart.

(p.s. editor's note: read the date of this article again !!)

(note: much of the explanation accompanying the items is the wording of the publisher or author of the article in their literature)

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2. ILLUSTRATED MATERIALS in black and white and / or color:

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"HOW DO YOU GO TO SCHOOL ?" with Jody and Joe .....

a K-6 Student sing-along and narration activity based on the problems of School Bus Safety.....the program, a multi-media instructional kit, covers 22 important rules for School Bus Safety in song, verse and narration and includes a cartoon booklet in color, posters, and flip charts suitable for classroom presentations; a 14-minute film strip and sound track record or cassette with a complete teaching outline..... created by Mike KILBY & Associates, Pendelton, Oregon. One complete kit for classroom use - cost about $50.

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"JOIN the SCHOOL BUS SAFETY TEAM" .....

16 easy-to-read pages; this unique booklet is presented in the friendly, easy-to-understand scripto-graphic style (printed in red and black); can help you teach youngsters what they need to know about conduct and safety while riding the school bus..... What's a School Bus ?; The Bus Driver; Be On Time at the Stop; All Aboard; 10 Ways to Practice Good "Bus Manners"; At Your Destination; Crossing the Road; Safety Tips for Special Trips; School Bus Rider's Pledge (and....a p.s. for Mom and Dad !)... cost from 25¢ to 8¢ - depending on quantity.....you can have your school name imprinted on the back for a fee; ask for prices in inquiry; Channing L. BETE Co., Inc. 45 Federal Street Greenfield, Mass. 01301

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"HERE COMES the SCHOOL BUS" .....

a little (4" x 6") handy 6-page (with 12 items covered) booklet; Get to the Bus Stop On Time; Don't Wait in the Street; Use the Handrail; Take Seat Quickly; Keep the Aisle Clear; Permission to Open Windows; Don't Throw Things; Keep It Quiet; No Horseplay; Leaving the Bus; Obey the Driver..... National Safety Council 425 North Michigan Avenue Chicago, Ill. 60611 ask for stock number 294.31 cost about 5¢ (?) per.

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"WE RIDE the SCHOOL BUS" .....

bus riders should be seen not hurt.....a one-sheet two-fold bulletin on safety education to develop good bus rider attitude and acquaint parents with pupil transportation safety rules... Get to the Stop On Time; Loading Zone Behavior; Boarding the School Bus; Bus Riders are Good Citizens; Safety Tips for Bus Riders; Prevent Injuries; Be Safety Minded; Classroom on Wheels; Railroad Crossing Regulations; No Unauthorized Passengers; Leaving the School Bus; the 4 R's: Reading, 'riting, 'rithmetic and Riding !; Bus Rules..... School Transportation Services, Wisconsin Department of Public Instruction, Madison, Wisc. cost about 5¢ per..space for your school name provided.

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the Wisconsin School Bus Transportation Handbook..... covers the subject with eight (8) cartoon-type illustrations using the Walt Disney Study Prints set #104, School Bus Safety; also suggested Rules for School Bus Riders, e.g. pupil and parent responsibilities; Previous to Loading; While on the Bus; After Leaving the Bus; Extra-curricular Activity Trips..... Chapter V, pp. 16, 17, 25 & 26

Wisconsin Department of Public Instruction January 1969.... (this handbook is dedicated to Theodore A. "Ted" SORENSON, former Program Administrator Pupil Transportation Services) Madison, Wisconsin.

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3. COLORING BOOK Technique

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from New Jersey, Mel THOMPSON (Toms River, N.J.) sent me :

"STANLEY the FRIENDLY SCHOOL BUS" .....

a new STAR on the Safety Horizon with a Safety Message for the children of all ages.....a personalized version of a day in the life of a school bus.....with a companion teaching manual ....provides a program to assist in setting up a coordinated method of instruction.....the child writes and illustrates, via the coloring book route, his lessons in School Bus Safety primarily outside the school bus..... created by the New Jersey Department of Education Pupil and School Bus Transportation Division, Dr. Orville PARRISH, Director, Trenton, New Jersey. cost ????

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from Minnesota.....another "route"(the coloring book route) to follow.

"The BELLE STARR SCHOOL BUS SAFETY COLORING BOOK" ....

a sheriff's dog, a St. Bernard named BELLE STARR, is the "star" of a new coloring book designed to teach School Bus Safety..... ten (10) pages to color with an accompanying Safety Message on each page covering the major rules of School Bus Safety from Boarding the Bus to Conduct when a bus is at the railroad crossing; Leaving the bus; etc., ...a fund drive selling advertising in the local school district provides money to finance the distribution of books to school children; created by a commercial group, Children's Safety Association, and with the cooperation and assistance of the Sheriff's Department and "BELLE STARR", the St. Bernard dog as the Safety Symbol.....the books are 'tailored' (on the cover) to the local community school district.....Jay-Mar Designs, Inc. St. Paul, Minn. 55165 cost about 25¢ (?) (depending on revenue from the advertising).

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4. AUDIO-VISUAL (AID, AIDE) MATERIALS -

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the "Show and Tell" route utilizes records & tape cassettes; film strip presentations, movies; overhead projectors; additional props, aids, flip charts, posters, pictures; aides (live as well as inanimate) range from the Walt Disney animated characters, to a ventriloquist and his friendly helper, to a live St. Bernard dog, and make-believe characters, e.g. "Stanley, the Friendly School Bus" and "Martin, the Martian" (both from New Jersey); "Ol' Sleepy", the Georgia School Bus.....to name a few.

All of the above have an appeal to children and can be and are being used to help get the Safety Message across. Enlist the help and talents of your local artist and illustrator to assist you in getting your Safety Message across.

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5. MAGAZINE ARTICLES written on the various phases of School Bus Safety.....

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References and a bibliography have been collected from the main "trade" magazines of the School Bus Pupil Transportation area or school related publications, e.g.

School Bus Fleet Magazine
School Management Magazine
Nation's Schools
Nat'l Safety Council SAFETY NEWSLETTER
etc.....

Check with your school library and / or the municipal library in your community.....or.....ask around the Pupil Transportation circles (some of us 'collect' more than others !!) and,.... perchance, someone might have THAT copy of the article you are looking for.

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Reference Guide

Pupil Behavior
Child Control
Student Conduct

Bibliography of articles on the subject:

1. Department of Transportation - Fed. Std. # 17 requirement

2. "How to Maintain Discipline on School Buses" . . . . . put radios on your buses, urges a school supt. from Texas..... the riders will keep quiet so they can hear the music..... by Wm. F. SEVIER, Supt. of Schools, New Braunfels, Texas as told in SCHOOL MANAGEMENT Magazine Vol. 7 #6 June 1963

3. "24 Ways to Maintain Discipline" . . . . . Drivers should know the principles of pupil psychology....trouble can then be eliminated before it begins..... School Bus Fleet Magazine April/May 1966 pp. 29-30

4. "A Bus Monitoring System" . . . . . an effective approach to improve discipline and further insure pupil safety. Holliston, Mass., schools innovate a challenging extension of its educational program.....the teacher image sequence is not disclosed.....Mothers also monitor bus stops, 133 volunteer in their own neighborhoods; high praise for the effectiveness of the program. . . . . as told in School Bus Fleet Magazine February / March 1971 pp. 20-22

5. "How to Teach Students to be Good Bus Riders" . . . . . more than 72 % of the students enrolled in the Cumberland, Wisc., Community School System ride to school in school buses....the students themselves participate in presenting the Bus Rider Rules to the students and bus drivers. . . . . as told to School Bus Fleet Magazine June / July 1966 pp. 34-35

6. "School Bus Discipline". . . . . a down to earth, practical approach to the chief problem facing school bus drivers. . . . . by William R. LEWIS, Garden City, Kansas as told to . . . . . School Bus Fleet Magazine October / November 1971 pp. 10-12

7. "Student Discipline and Control" . . . . . the conduct of students on a school bus has a direct relationship to their safety. . . . . as told to School Bus Fleet Magazine by Mr. George POPE, Battle Creek, Michigan June / July 1971 pp. 30-36

8. "Student Attitudes Regarding Bus Rider Regulations and Control" ....Wisconsin high school students report their feelings regarding school/pupil transportation in a questionairre and interview type situation.....1970.....Project Director, Mr. Richard O. OLSEN, Dept. of Public Instruction, State of Wisconsin (reported at 1970 AASA Nat'l Conference on Pupil Transportation held in Minneapolis, Minn. Nov. 9-13,1970) article also appeared in School Bus Fleet Magazine April/May 1971.

9. "How to Set Up a School Bus Safety Program" .....
effective school bus safety involves more than just running a shuttle service to and from school.....
here, Mr. Ray MARTINEZ, School Transportation Consultant for the National Safety Council, defines the problems and outlines steps to take to prevent accidents in an interview with the editors ....School Management Magazine November 1965 pp. 114-25.

10. "A Pursuit of Excellence" .....
an innovative pupil transportation program benefits everyone concerned.....and .....involves the P.T.A., teachers, administrators, coordinators of Pupil Transportation, bus drivers, and most importantly, the children.....teachers and curriculum people developed safety lessons from the School Bus Safety Responsibilities and positive behavioral outcomes were elicited and reinforced.....these included dramatic play, poems, pantomine, drawings, limericks, rhymes, riddles, dioramas, creative writing, essays, slogans, posters, original songs, cut-outs and an original play.....called "Martin the Martian" was written and filmed.....safety assemblies and lecturers beamed childrens messages of bus safety.
article by Edward M. DOMANICO, Director of Curriculum and Instruction Manalpan-Englishtown Regional Schools, Englishtown, New Jersey .....in School Bus Fleet Magazine Dec.1968/Jan.'69 page 42.

11. "Pupil Handling".....
Good instruction and Driver example are tools to teach and maintain discipline; Discipline on the bus; Help from the Administration; The Driver and the Discipline Problem; some forms of Disciplinary action; What should be done in correcting infraction .
School Bus Fleet Magazine June 1965 pp. 27-8

12. "Methods of Improving Behavior on School Buses" .....
a pediatrician discusses programs for school bus drivers as well as passengers.....initiate programs for student orientation on what is expected of him/her on their ride to and from school.....
also advises doctors to include vehicle safety counseling in routine well baby care.
by Dr. Charles JOHNSON, Child Development Clinic, University of Iowa School Bus Fleet Magazine October/November 1971 p. 31

13. "An Innovative Approach to School Bus Safety Education" .....
school bus driver teams conduct bus safety programs with unusually successful results.....series of 35 mm. slides showing proper transportation techniques in six (6) major topics: Conduct to and from Bus Stop; Boarding Procedures; Riding Procedures; Boarding and Departure Procedures at School; Emergency Evacuation Procedures; Re-enactment of the three (3) fatality situations (1968 in Michigan). Midland, Michigan and Central Michigan University.....article by Frances E. SIMONEAU and Kieth ALLEN School Bus Fleet magazine Feb/March 1970 p 29

14. "_____Another Look at School Bus Safety" .....
traffic movement controlled by school bus drivers loading and unloading pupils on roadways.....proposed "off the roadway" "staging areas".....cooperative efforts of agreat many people needed (including parents).
by John F. BURG, Consultant Oakland County Michigan Intermediate School District. School Bus Fleet April/May 1968 p25

15. "Don't Cut the Corners on School Bus Service" .....
draw up and publicize a code of student conduct to govern student behavior.....reviewed by transported students, bus drivers and parents. .....recommend monitors on larger buses with student conduct problems - as important as crossing guards for walking students.
this article was authored by Dr. Calvin GRIEDER, professor of school administration University of Colorado in the NATION"S SCHOOLS Magazine, September 1969 Vol. 84 Number 3

16. "A 12-Point Program for Successful Operation of Pupil Transportation" .....
how the Portage, Michigan Public Schools are coping with rapid growth of the school system and transportation needs.....
#4 - The Discipline Program; #12 - The Safety Education Program as told in School Bus Fleet Magazine June/July 1966 pp 28-9

17. "Instructions to Pupils and Drivers" .....
the state of Kansas sets down simple, effective school bus rider regulations in a 12-point publication.
as printed in School Bus Fleet Magazine June/July 1969 p. 50

18. " We Ride the School Bus" .....
a safety education bulletin developed by the state of Wisconsin to promote good bus ridership attitude and acquaint parents with pupil transportation safety rules.
School Bus Fleet Magazine October/November 1969 pp. 18-20

19. "Is 'No Talking' On the Bus Barbaric ?".....
do stringent Safety Regulations and Policies Stifle the pupil ?.. behavior on the bus is directly correlated to a safe operation; all bus drivers cannot be fully qualified and proficient child psychologists, but it is acknowledged and respected that many drivers are parents who share the same concern as do parents of children they transport.
contributed by Roscoe G. BERNARD, School Transportation, Inc., Kansas City, Mo. in School Bus Fleet magazine June/July 1970

20. "A Bus Monitoring Program" .....
Holliston (Mass.) schools innovate a challenging extension of its educational program.....using substitute teachers to assist the bus drivers on "problem buses" the program has been effective; also an innovation is their HEPO - Holliston Elementary Pa.ents Organization - of 130 volunteer mother-monitors at school bus stops thru-out the towne. School Bus Fleet Feb/March 1971 p.20

21. "I'm Proud to be a Bus Driver" .....
a school bus driver's philosophy catches the nation's eye.....
Bob SKELTON, age 56, grandfather, bus driver for 12 years was asked by seniors in Corvallis, Oregon to give their June commencement address;.....a real friend of the students tells why he likes the job....."because you are my friend"
as told in School Bus Fleet magazine Aug/Sept. 1971 pp. 25-7

22. "Driver's Problems Need Common Sense Solutions" .....
drivers must meet problems with tact, firmness and understanding.....in a typical day, the average school bus driver will be directly or indirectly involved with three groups of individuals, e.g. the motoring public, the youngsters he/she hauls and parents.....(the second group - the youngsters:.....a working relationship is vitally important... firmness, fairness and friendliness.....the best drivers have excellent rapport with their youngsters.....they have to be reasonable adults dealing with children in an adult manner... be able to communicate with kids.....no misguided luxury of repeated or idle threats.....
by Roscoe G. BERNARD as told to School Bus Fleet Magazine October/November 1972 pp. 31-3

23. "New Approach to Bus Evacuation Drills" .....
specially designed vehicle aids in safety drills....North Allegheny School District uses the rear section of a school bus mounted on a truck to train students.....going from school to school.
School Bus Fleet magazine August/September 1972 p. 38.

24. "Safety Training -- the Enjoyable Way" .....
children must be educated not only to know the rules of safety but also to have the proper respect toward the driver.....
Benton Harbor, Michigan has approached the safety education of bus children in a unique and novel way.....enlisting the services of a ventriloquist and his "pal", they win the students attention through an entertaining presentation called "Don't Be A Dummy About School Bus Safety".....
told by Ben J. MAMMINA, Benton Harbor School District in School Bus Fleet Magazine April/May 1973 p. 42.

25. "What Are Bus Drivers Really Like ?" .....
just ask their riders.....a frank article by a '12-year veteran' of school bus riding on what his bus drivers were like from where he sat.....the summary at the end of the article is good: things that make a good bus driver.....p.s. might make Student Ridership Orientation and Training easier from the bus driver's side.
article written by Joseph McFADDEN, Sacramento, California for School Bus Fleet Magazine February/March 1973 pp. 45-6.

26. Film Guide - there are two Film Guides on my reference list for use in selecting movies, etc., to assist in a School Bus Safety and Ridership Training Program:

a. School Bus Fleet magazine issue of Dec. 1969 / Jan. 1970 pages 29-36.....especially page 31 - The Passengers

b. ASBO (Association of School Business Officials) Bulletin #12 Pupil Transportation Management with the Film Guide Supplement. The School Business Manager or Director of Business Affairs should have a copy of this publication or write to ASBO Headquarters 2424 Lawrence Avenue Chicago, Illinois 60625 % Dr. Chas. W. FOSTER, Exec. Sec'y. cost - about $1.00 (1972 price).

The National Safety Council has a listing of films, but most of them are already listed in one of the two above guides by Topic.

27. "Curriculum Implications of Pupil Transportation" .....
Pupil transportation represents one of the earliest attempts at equalizing educational opportunity.....introduction..... a history as old as schools.....curriculum impact of busing-research is meager, but positive.....summary.....and a bibliography.
by David N. NEWBURY, Ed.D. Hazel Park, Michigan in the School Bus Fleet October / November 1971 pp. 14-16

28. The Statutory Beginning "Pupil Transportation in the U.S."....

Transportation of pupils is as old a practice as establishing the the first schools in this country.....period from 1840 to 1869; .....period from 1870 to 1880;.....period from 1880 to 1894; period from 1895 to 1910; .....period from 1911 to 1919.
by Everette Michael LATTA, Director Evening School and Dean Gaston College, Gastonia, North Carolina American School Board Journal February 1967 pp. 27-28

EVACUATION PROCEDURES -

Evacuation of a school bus is treated in the normal routine operating procedure by many drivers and fleet operators. However, there are emergency situations that arise and preparations haven't always been made, thus the 'special' emphasis on this particular topic.

A school bus may be involved in different types of "Emergency Situations" where Evacuation of the entire load is necessary; it isn't always the front, rear or side collision type of accident situation. Fires do occur in the wiring system; gas fires are always a threat; buses stall on railroad crossings, etc., and each situation presents a different problem, but, an Evacuation of all the students is necessary. The bus driver is the one who is responsible for the passengers and their safety as well as the school bus; he must know what to do, what procedure to follow in various situations so the students do not panic, but will be able to get off the bus safely and without incident.

In general, Emergency Evacuation Procedures of the school bus fall into three main categories, e.g.

1. Everyone exits out thru the front entrance.
2. Everyone exits out the rear emergency door.
3. Everyone goes to the nearest exit - front passengers exit thru the front entrance door; those in the rear of the bus exit thru the rear emergency door.....or if the front entrance door is clear of passengers, use that way out.

Caution students: Take your time, but go quickly
Do not shove or push, take your turn
Be quiet and orderly

The front entrance unloading procedure is routine because of daily use, the other two methods require instruction and practice, and now with the 'incentive' of D.O.T. Std. 17 more emphasis and concern will be generated. Many fleet operations have always had this emergency evacuation procedure in their regulations as normal operating routine.

To many people, a 'drill' is just that, i.e. a 'drill'.....and performed under a controlled situation shouldn't cause any problems. .....the military branches of the services have always conducted emergency drills; the airlines conduct briefings prior to every flight on emergency procedures.....so, this really isn't anything unusual for school bus pupil transportation to conduct drills of a similar nature.

Pre-planning on the part of the administrative staff and the bus driver and briefing of the students on the procedures to follow both in a drill as well as in a "real-live-situation" is a necessity..... The aspect of Safety for the entire load cannot be over-emphasized whether it is in a drill situation, where accidents could happen, or in the real thing. While an Emergency Evacuation Drill has its limitations and restrictions, having a whole bus load of kids jump out the rear emergency door of a school bus is an experience !!

Recommended procedures in conducting drills include:

1. use of a portable step - two (2) tier style with rubber floor covering does an excellent job.

2. a gym mat placed on the ground for the kids to jump on. (include instructions on 'ducking their head' as the go out the door) and 'bend their knees' to break the jump as they land.

3. Helpers standing on the ground to assist with an extended hand.

The Bus Driver is always in charge and he is the one who gives the instructions on the procedure to follow.....on the evacuation .....specific instructions as to what the children are to do <u>after</u> they leave the bus - where to go, etc., ...caution, caution about Safety.....Be Careful, Help the little ones..... Prevent Panic - even in a drill situation.

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References on the subject:

1. "<u>Join the School Bus Safety Team</u>" . . . . . .

   Emergency; .....play it safe; .....using the emergency exit.....page 13
   "Join the School Bus Safety Team" by Channing L. BETE, Inc. Greenfield, Mass.

2. "Safety Seventeen" - "<u>Get 'Em Out Safely</u>". . . . . .

   a slide presentation for group training in accident prevention by the National Safety Council.....a set of 30 slides for bus driver training on Emergency evacuation procedures with an Instructor's manual. . . . . .one-part of a four set slide program with accompanying script. about $20 per set of 30-slides. ask for Stock No. 279.61
   Nat'l Safety Council 425 North Michigan Ave. Chicago, Ill. 60611

3. "New Approach to School Bus Evacuation Drills" . . . . . .

specially designed vehicle aids in bus safety drills. . . . . .
a rear section of a school bus is mounted on a trailer and moved from school to school for instruction by teachers.....a platform with seats accomodates the 'audience'.
as told and shown in School Bus Fleet Aug/Sept. 1972 page 38

4. "How Do You Go To School ?" . . . . . .

one phase of the program - What's A Bus ?.....goes into some detail on evacuation , safety, etc., in a Flip Chart Guide set of 18 posters.....and an accompanying explanation of each.
KILBY & Associates, Pendelton, Oregon 97801

"L O O S E E N D S" . . . . . this 'n that . . . . . et cetera .

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. . . . . do you want ONE MORE GOOD use for a "retired" school bus ? a 54, 60, 66 or 72-passenger bus would make an ideal mobile classroom for the "on-site" instruction of Student Ridership Orientation and Training.

Remove all seats (after all, the kids sit on the floor in school many times each day and think nothing of it !!!); fit the bus with darkening shades or window curtains to show safety movies and slide presentations; install a projection screen - in the rear of the bus to the ceiling; provide 110-volt electric power equipment (a long extension cord); possibly a few more fans and / or air-conditioning , etc., and you have an excellent facility !

Drive the unit to the school and, using the "Team Approach" to teaching, have the Bus Driver and the Classroom Teacher conduct "Show and Tell" safety training sessions. . . . . not a bad idea for an old "trade-in" school bus is it ?

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. . . . . much of the Safety Education & Training for young school bus riders is of the Do and Don't category; . . . . emphasize the "Do" !!

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. . . . . ever try regular AM/FM radios in your school buses ? They're a great 'pupil control mechanism' ! Try 'em, THEY'LL like 'em !! (also, local radio disc jockeys cooperate on requests from kids for favorite tunes during their ride to or from school !!).

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. . . . . get the School Bus Driver directly involved in your Student Bus Ridership Orientation and Training Program. The Bus Driver is the "Captain of the Ship". . . . . take advantage of the role, the image, etc., that goes with that position !! It's good public relations too ! A "natural leader", readily accepted by the riders, BUT, they too need training and help to do the job; give the drivers training in this aspect of their job as well as the mechanics of driving !!

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. . . . . from MICHIGAN: Dale BENJAMIN, Consultant Director School Bus Driver Training, Western Michigan University - says they are changing terminology from "Discipline" to "Child Behavior and Control" in their programs.

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24 Ways to Maintain Student Discipline

Drivers should know the principles of pupil psychology. Trouble can then be eliminated before it begins.

Discipline on school buses is probably one of the biggest problems confronting school bus drivers today. Much emphasis has rightly been placed on it by the public. Where once the burden of responsibility lay only with the bus driver, it has now become a community effort of cooperation with parents, administration and the driver.

School bus transportation is an extension of a school system and the standards set by the individual school should be carried over into the school bus.

Driver training programs and refresher courses have proved valuable in promoting good safety records and maintaining efficient time schedules in transporting children twice daily to and from home without mishap. A discipline course should be a large part of any such program. Drivers should be well trained on how to handle children effectively and understand problem children to keep an orderly bus.

Understanding the principles of pupil psychology enables a driver to avoid trouble before it begins. If a driver overlooks violations of conduct of one pupil, he loses the respect of the other pupils. He must be careful to strike a happy medium by not being too lenient or too harsh. Both extremes are equally bad for the morale of the school bus. Loud talking on the bus is a problem that requires much patience on the part of the driver but absolute silence among pupils is not a healthy school bus atmosphere. A driver should understand child psychology sufficiently well so that he will know that issuing an order does not complete the teaching process. An order must be patiently and constantly repeated.

Driver is Working in Educational Area

A bus driver should be made aware of the fact that he is working for an educational institution whose job is training the minds of students. Too frequently the driver expects his passengers to be finished products with adult attitudes. When the students have attained such a status, they likely will not be riding on a school bus.

In having a sympathetic understanding of pupil's problems, moods and individual differences, drivers should remember:

1. The average student wants to be older than he is and free himself of adult controls.
2. The average student likes to be treated as an equal by an adult.
3. Most students want adults to recognize their good traits or abilities.
4. The average girl student dreads to be singled our for disciplining.
5. Few students will make problems of themselves in order to get recognition.

Friendliness and Courtesy Build Morale

A driver should strive to build morale and cooperation in a group of students. This can be done by being friendly, courteous and helpful. In the course of time, the pupil morale will be a great help in controlling the worst offenders. When pupils discover that improper conduct is not acceptable to the group, offenders will hesitate to do those things which cause them to lose prestige among their fellow students. One of the best approaches to building pupil morale is to give the pupils a chance to participate in drafting the rules and regulations for maximum safety on the school bus.

Treat Problem Students with Care

Students who are willing to comply with regulations may become problems if the person controlling a group is too lax and indifferent toward gross violations of a few.

Be reasonable with violators of regulations. The driver should try to iron it out privately, if it is serious. Let the student save face.

When disciplinary action is necessary immediately, the driver should stop his bus. He should never attempt to perform disciplinary functions while the bus is in motion. The very act of stopping the bus to reprimand a pupil lends emphasis to the situation. When speaking to the offender, he should speak in a courteous manner but with a firm voice. There should be no anger involved. A driver should not let his personal problems reflect themselves in his mood or judgment while dealing with his passengers. If discipline is necessary, the child should be moved to a seat near the driver.

A pupil should never be put off the bus to walk home. If necessary to emphasize the disciplinary action, the pupil should be told that his privilege to ride will be taken away until satisfactory arrangements have been made between the parents and the school principal.

In serious cases, a meeting of the teacher, driver, principal, and pupil may be necessary.

24 Tips on Maintaining Discipline

1. Never give an order you do not mean to enforce.
2. The response of the child is in action. Give your command to stimulate action, not to check it. Say, "do this" rather than "don't do that". Suggest an action which can be successfully obeyed.
3. Give a child time for reaction.
4. Have a reason for what you ask a child to do, and when possible take time to give the reason—

Reprinted from April/May 1966 SCHOOL BUS FLEET

he can see the point if you can.

5. Be honest in what you say and do. A child's faith in you is a great help.

6. Be fair; it isn't punishment, but injustice that makes a child rebel against you.

7. Be friendly. Always show an interest in what they are doing.

8. Commend good qualities and action.

9. Try to be constructive, not repressive, in all dealings with children.

10. Remember that a sense of humor is extremely valuable.

11. Never strike a child. It may seem to be the easiest way, but it only aggravates the problem.

12. Do not judge misconduct on how it annoys you.

13. Do not take your personal feelings and prejudices out on the children.

14. Maintain poise at all times. Do not lose your temper.

15. Remember—"The tongue is the only keen-edged tool which grows sharper with constant use." Do not nag, bluff, or be officious.

16. Look for good qualities—all children have them.

17. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.

18. Bear in mind that misbehavior is seldom willful. There usually is a cause and it may be in yourself or some other influence outside the child.

19. Listen for suggestions and complaints from the children.

20. Follow-up all cases which have been disciplined. Be certain that you still have the respect and confidence of the child.

21. Be sincere in your work.

22. Set a good example yourself.

23. Intelligence in handling youth consists of thinking faster than they do. If they can out think you, you are not using your maturity, and the advantage of your larger education. You should see possibilities before they become results. This is the secret of leadership.

24. Defiance to established procedure comes from failure in some adult to keep the situation in hand. If there is danger of a direct break, the child should not be forced. An adult's will should never be pitted against that of a child. It is far wiser to give some simple directions that will be mechanically obeyed and pick up the reins of control in a quiet way.

25. Never hold a child up to public ridicule. It is the surest way of creating a discipline problem.

A bus driver should maintain a business-like yet friendly relationship with students but avoid becoming personal. A friendly smile does wonders in promoting a happy atmosphere.

10 SAFE-DRIVING RULES

1. Keep to the right of center line of highway.

2. Pass overtaken vehicles on left, but only after sounding horn and only when road ahead is clear enough to permit getting back to the right with a wide margin for safety.

3. Never attempt to pass an overtaken vehicle at an intersection, on a curve or approaching the crown of a hill.

4. At intersections, be prepared to stop if a vehicle on an intersecting road is moving into intersection and do not try to take the right of way.

5. Keep far enough back of the vehicle ahead to allow a safe braking distance in the event that the other vehicle makes a sudden stop. Except in emergency, do not stop so suddenly as to cause collision by a following vehicle.

6. Signal before making a turn and further insure safety by looking to see whether a vehicle is approaching from the rear. Wait before pulling out from curb until making such observation.

7. Always keep both hands on steering wheel and keep eyes on the road ahead while driving. Look behind before backing.

8. Always stop before crossing railroad tracks. After carefully looking in both directions and listening, proceed only if it is safe beyond any possible doubt and then proceed in low gear, gears not being shifted until all tracks have been cleared.

9. When stopping on a highway, pull as far off hard surface as road conditions permit and, where the stop is prolonged, see that the rear of vehicle is adequately protected.

10. Do not operate at excessive speed at any time. At curves, blind crossings, crests of hills, in fog or whatever the view is curtailed, reduce speed so as to be able to stop within the distance of clear vision.